1234 Baugher Avenue

Elizabethtown, PA 17022

April 11, 2014

St. Bernard Project
8324 Parc Place
Chalmette, LA 70043

Dear AmeriCorps:

Please consider my application for the Client Services Coordinator and Volunteer Coordinator positions at the Sea Bright, NJ AmeriCorps program location. I will graduate from Elizabethtown College in May 2014 with a Bachelor of Science degree in Biology. After graduation I intend to participate with an AmeriCorps program that helps others and gives back to the community.

Throughout my college years, I have gained knowledge and skills that will be beneficial to the Sea Bright AmeriCorps program, including:

* Positive attitude during challenging situations
* Working as a lab assistant, leading and explaining difficult concepts to students
* Communicating with families of children who have autism
* Communicating with staff members at summer camp

Over winter break, I worked as part of a team with other volunteers for the St. Bernard Project in New Orleans, LA. I enjoyed learning hands on skills during this timeframe and being part of a team that helps individuals and families recover from disasters. After returning to campus, continuing to receive the St. Bernard Project newsletters and reading the stories helped me to remain involved and updated on the organization. I was so happy to see in the newsletter that the owner of the home I worked on was able to enter her home again.

I realize how personally fulfilling this work is and that seeing the family’s faces as they returned to their homes was very satisfying and that I would like to continue to be involved with this project.

I hope to discuss my application and the opportunities with you further, please call or email me at (123)456-7891, or smitho@gmail.com

Sincerely,

Oliver Smith